

# APPROVED

May 6, 2003

## Michigan State Administrative Board

Lansing, Michigan

April 15, 2003

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, April 15, 2003, at 11:00 a.m.

Present: Kelly G. Keenan, Chief Legal Counsel, representing Jennifer M. Granholm, Governor, Chairperson  
Dennis Fox, Conservation Policy, representing John Cherry, Lt. Governor  
Susan Leffler, Assistant Attorney General for Law, representing Mike Cox, Attorney General  
Mary G. MacDowell, Director, Financial Services Bureau, representing Jay B. Rising, State Treasurer  
Joe Pavona, Director of Administrative Services, representing Terri Lynn Land, Secretary of State  
Carol Wolenberg, Deputy Superintendent for Administration, representing Thomas D. Watkins, Superintendent of Public Instruction  
Leon Hank, Chief Administrative Officer, representing Gloria Jeff, Director, Department of Transportation  
Sherry Bond, Secretary

### Others Present:

Wes VanMalsen, Department of Career Development; Steven C. Liedel, Executive Office; James Burris, Sharon Pickett, Janet Rouse, Department of Management and Budget; Randy Knapp, Jean Ingersoll, Pam Lavender, Darby Schlagheck, Department of Transportation

### 1. CALL TO ORDER:

Mr. Keenan called the meeting to order and led the Pledge of Allegiance to the Flag.

### 2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Ms. Wolenberg moved the minutes of the State Administrative Board for the meeting of April 1, 2003 be approved as distributed. Ms. Leffler supported the motion, and it was unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD

None

4. COMMUNICATIONS:

Mr. Keenan accepted the correspondence from Representative Koetje regarding item 4(2) of the Finance and Claims agenda.

5. UNFINISHED BUSINESS:

None

6. NEW BUSINESS:

Certified Retention and Disposal Schedules:

Central Michigan District Health Department, Multi-County Health Department, Health Department, 2/12/2003

Retention and Disposal Schedule (s):

Department of Consumer & Industry Services, Finance Division,  
1/7/2003

Department of Transportation, Office of Governmental Affairs, 2/5/2003

Mr. Pavona moved the State Administrative Board approve the Certified Retention and Disposal Schedules and Retention and Disposal Schedules. The motion was supported by Ms. Leffler and unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:

(Please see the following pages)

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Ms. MacDowell presented the Finance and Claims Committee Report covering the regular meeting held April 8, 2003. After presentation and review of the forgoing Committee Report, Ms. MacDowell moved that the regular Finance and Claims Committee Report of April 8, 2003 be approved and adopted with the withdrawal of Item 4(2) at the State Administrative Board meeting of April 15, 2003. The motion was supported by Ms. Wolenberg and unanimously approved.

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Ms. MacDowell presented the Building Committee Report covering the regular meeting held April 9, 2003. After presentation and review of the forgoing Committee Report, Ms. MacDowell moved that the regular Building Committee Report of April 9, 2003 be approved and adopted. The motion was supported by Mr. Pavona and unanimously approved.

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Mr. Pavona presented the Transportation and Natural Resources Committee Report for the regular meeting of April 9, 2003. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. Pavona moved that the Transportation and Natural Resources Committee Report covering the regular meeting held April 9, 2003 be approved and adopted with the withdrawal of Items 12 and 24 at the State Administrative Board meeting of April 15, 2003. Supported by Mr. Fox, the motion was unanimously adopted.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Mr. Fox moved the meeting be adjourned. The motion was supported by Ms. MacDowell and unanimously approved. Mr. Keenan adjourned the meeting.

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SECRETARY

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CHAIRPERSON